

# REQUEST FOR PROPOSALS

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***SUPERIOR COURT OF CALIFORNIA, COUNTY OF  
ALAMEDA – DRUG COURT***

**REGARDING:**

*Family Drug Court Evaluation  
SC 014/046*

**PROPOSALS DUE:**

NO LATER THAN 3:00 P.M. PACIFIC TIME

## **1.0 BACKGROUND INFORMATION**

Family Drug Court is a program that has integrated substance abuse treatment services in processing civil cases in the child welfare system with the goal of family reunification. One hundred and forty litigants' data will be reviewed for this analysis.

## **2.0 DESCRIPTION OF SERVICES AND DELIVERABLES**

The court needs to evaluate the project in its third and final year of the project. The emphasis on this evaluation will:

- 1) assist and refine project goals and objectives;
- 2) analyze and describe the projects impact on parents;
- 3) review service delivery to parents;
- 4) evaluate reunification numbers;
- 5) effort and evaluation toward project sustainability.

GPRA data will be required for evaluation purposes – see attached GPRA survey required by the grant funding agency.

## **3.0 TIMELINE FOR THIS RFP**

The Court has developed the following list of key events related to this RFP. All dates are subject to change at the discretion of the Court.

<b>EVENT</b>	<b>DATE</b>
RFP issued	<b>9/8/2014</b>
Deadline for questions	<b>9/17/2014</b>
Questions and answers posted	<b>9/18/2014</b>
Latest date and time proposal may be submitted	<b>9/22/2014</b>
Evaluation of proposals (estimate only)	<b>9/23/2014</b>
Contract start date (estimate only)	<b>10/1/2014</b>
Contract end date (estimate only)	<b>9/30/2015</b>

#### 4.0 RFP ATTACHMENTS

The following attachments are included as part of this RFP:

ATTACHMENT	DESCRIPTION
Attachment 1: GPRA Data	Survey provided to family drug court clients
Attachment 2: Grant Proposal	Proposal submitted to obtain funds
Attachment 3: Administrative Rules Governing RFPs (Non-IT Services)	These rules govern this solicitation.
Attachment 4: Court Standard Terms and Conditions	If selected, the person or entity submitting a proposal (the “Proposer”) must sign a Court Standard Form agreement containing these terms and conditions.
Attachment 5: Proposer’s Acceptance of Terms and Conditions	On this form, the Proposer must indicate acceptance of the Terms and Conditions or identify exceptions to the Terms and Conditions.
Attachment 6: Darfur Contracting Act Certification	If Proposer has had business activities or other operations outside of the United States within the previous three years, Proposer must complete the Darfur Contracting Act Certification and submit the completed certification with its proposal.
URL	<a href="http://www.alameda.courts.ca.gov/dcs/">http://www.alameda.courts.ca.gov/dcs/</a>

#### 5.0 SUBMISSIONS OF PROPOSALS/RESUMES

- 5.1 Proposals/resumes should provide straightforward, concise information that satisfies the requirements of the “Proposal Contents” section below. Emphasis should be placed on conformity to the RFP’s instructions and requirements, and completeness and clarity of content.
- 5.2 The Proposer must submit its proposal in two parts, the technical proposal and the cost proposal.
  - a. The Proposer must submit **one (1) original and three (3) copies** of the technical proposal. The original must be signed by an authorized representative of the Proposer. The Proposer must write the RFP title and number on the outside of the sealed envelope.

- b. The Proposer must submit **one (1) original and three (3) copies** of the cost proposal. The original must be signed by an authorized representative of the Proposer. The original cost proposal (and the copies thereof) must be submitted to the Court in a single sealed envelope, separate from the technical proposal. The Proposer must write the RFP title and number on the outside of the sealed envelope.

- 5.3 Proposals must be delivered by the date and time listed on the coversheet of this RFP to:

Irma Stephens  
Superior Court of California, County of Alameda  
1225 Fallon Street Room 210  
Oakland, CA 94612

- 5.4 Late proposals will not be accepted.
- 5.5 Only written proposals will be accepted. Proposals may be sent by email, registered or certified mail, courier service (e.g. FedEx), or delivered by hand. Proposals may not be transmitted by fax.

## **6.0 PROPOSAL CONTENTS**

- 6.1 Technical Proposal The following information must be included in the technical proposal/resume. A proposal/resume lacking any of the following information may be deemed non-responsive.

- a. Proposer's name, address, telephone and fax numbers, and federal tax identification number. Note that if Proposer is a sole proprietor using his or her social security number, the social security number will be required before finalizing a contract.
- b. A resume describing the individual's background and experience, as well as the individual's ability and experience in conducting the proposed activities.
- c. Prospective vendors will provide in paragraph form, responses on the following key aspects to measure overall program efficiency:
  - i. List specific ability to evaluate overall workload encouraging the participant's to provide current practices while identifying ways to improve the number of clients currently serviced.
  - ii. Describe how you will capture caseload volume for staff, emphasis on how much time staff members spend on each client, the number of participants they assist, and clearly detail the work involved.
  - iii. Describe how you will capture staff member's time (i.e., time spent with clients, conducting administrative work, researching treatment modalities,

identifying resource needs, conducting meetings with Drug Court Teams, consulting with treatment providers).

- iv. Ability to evaluate quality of contact with treatment providers and Drug Court in a manner which interactions with care administration does not involve scheduling conflicts or conflicting treatment philosophies?
- v. Ability to evaluate the preparation process of progress reports and assessments for thoroughness, ensure pertinent details are included, and ensuring report indicates sessions are meeting objectives of treatment and program purpose.

e. Acceptance of the Terms and Conditions.

- i. On Attachment 4, the Proposer must either indicate acceptance of the Terms and Conditions or clearly identify exceptions to the Terms and Conditions. An “exception” includes any addition, deletion, qualification, limitation, or other change.
- ii. If exceptions are identified, the Proposer must also submit a red-lined version of the Terms and Conditions that clearly tracks proposed changes, and a written explanation or rationale for each exception and/or proposed change.

f. Certifications, Attachments, and other requirements.

- i. Proposer must include the following certification in its proposal:

Proposer has no interest that would constitute a conflict of interest under California Public Contract Code sections 10365.5, 10410 or 10411; Government Code sections 1090 et seq. or 87100 et seq.; or rule 10.103 or rule 10.104 of the California Rules of Court, which restrict employees and former employees from contracting with judicial branch entities.
- ii. If Proposer has had business activities or other operations outside of the United States within the previous three years, Proposer must complete the Darfur Contracting Act Certification (Attachment 6) and submit the completed certification with its proposal.
- iii. If Proposer is a corporation, proof that Proposer is in good standing and qualified to conduct business in California.

g. Proposal/Resume Evaluation Criteria and Educational Background

Proposals will be evaluated against the questions set out below:

[a] Qualifications based upon review of key staff resume.

[b] How well has the prospective vendor identified pertinent issues and potential problems, recommending procedural and administrative changes related to the Family Drug Court?

[c] Does it appear the prospective vendor has the qualifications necessary to conduct interviews, evaluate calendars and caseload management to effectively analyze the Court staff members' work efforts?

[d] Has the prospective vendor demonstrated an understanding of the court's processes in order to provide re-engineering recommendations to meet applicable statutes, rules of court and business needs of a Court division?

[e] How well does the prospective vendor illustrate experience in formulating policies for a Court division and procedures to implement those responsibilities?

6.2 Written Response to research design

With family reunification the goal of the Family Drug Court, please identify the data elements that you would use to evaluate the program. Responses should include (but are not limited to) GPRA data.

6.3 Hourly Rate

Provide the hourly rate for any people working on the project. If multiple people are working on the project estimate a percentage for each individual (e.g. Research Assistant will spend 30% collecting data and entering data; Principal Analyst will spend 70% with program evaluation and recommendations).

**NOTE:** It is unlawful for any person engaged in business within this state to sell or use any article or product as a "loss leader" as defined in Section 17030 of the Business and Professions Code.

## **7.0 OFFER PERIOD**

A Proposer's proposal is an irrevocable offer for ninety (90) days following the proposal due date. In the event a final contract has not been awarded within this period, the Court reserves the right to negotiate extensions to this period.

## **8.0 EVALUATION OF PROPOSALS**

At the time proposals are opened, each proposal will be checked for the presence or absence of the required proposal contents.

The Court will evaluate the proposals on a 100 point scale using the criteria set forth in sections 6.1 (g) and section 6.2. Award, if made, will be to the highest scored proposal.

CRITERION	MAXIMUM NUMBER OF POINTS
Technical Proposal/Resume	40%
Written response to research design	40%
Hourly rate	20%
Acceptance of the Terms and Conditions	Required for consideration

## 9.0 CONFIDENTIAL OR PROPRIETARY INFORMATION

One copy of each proposal will be retained by the Court for official files and will become a public record. California judicial branch entities are subject to rule 10.500 of the California Rule of Court, which governs public access to judicial administrative records (see [www.courtinfo.ca.gov/cms/rules/index.cfm?title=ten&linkid=rule10\\_500](http://www.courtinfo.ca.gov/cms/rules/index.cfm?title=ten&linkid=rule10_500))

If information submitted in a proposal contains material noted or marked as confidential and/or proprietary that, in the Court's sole opinion, meets the disclosure exemption requirements of Rule 10.500, then that information will not be disclosed upon a request for access to such records. If the Court finds or reasonably believes that the material so marked is **not** exempt from disclosure, the Court will disclose the information regardless of the marking or notation seeking confidential treatment.

## 10.0 DISABLED VETERAN BUSINESS ENTERPRISE PARTICIPATION GOALS

The Court has waived the inclusion of DVBE participation in this solicitation.

## 11.0 PROTESTS

Any protests will be handled in accordance with Chapter 7 of the Judicial Branch Contract Manual (see [www.courts.ca.gov/documents/jbcl-manual.pdf](http://www.courts.ca.gov/documents/jbcl-manual.pdf)) . Failure of a Proposer to comply with the protest procedures set forth in that chapter will render a protest inadequate and non-responsive, and will result in rejection of the protest. The deadline for the Court to receive a solicitation specifications protest is the Proposal Due Date. Protests should be sent to:

Leah Wilson  
Court Executive Officer  
Superior Court of California, County of Alameda  
1225 Fallon Street Room 209  
Oakland, CA 94612